

117005/28/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **WAREHOUSE SUPERVISOR**

DEFINITION

Under general supervision, to direct, assign, and supervise Senior Inventory Control Specialist and Inventory Control Specialist in the operation of a central stores warehouse, satellite auto stores warehouses, and a gasoline fueling operation; to assist in buying of materials and supplies; and to do related work as required.

REPORTS TO: Purchasing Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Purchasing services Manager. Exercises lead responsibility, and/or direct supervision over Senior Inventory Control Specialist and Inventory Control Specialist in the operation of a central stores warehouse.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise and review the ordering, receiving, sorting, issuing, delivering, and inventory control for a variety of supplies and materials, and a gasoline fueling system, in a two work shift operation.
- Maintain appropriate levels of stock items.
- Reorder stock items, review and approve requests for new stock items according to established procedures.
- Maintain a complex record and filing system.
- Conduct cycle inventory events and inventory.
- Prepare reports.
- Plan and supervise the efficient utilization of available storage space, assign and coordinate identification numbers to location and stock numbers.
- Make follow-up telephone and written inquiries on overdue supplies and materials.
- Supervise the sale of obsolete and excess items.
- Assist in budget preparation and administration.
- Coordinate stores activities with other City departments, divisions and sections.
- Supervise, train, and evaluate assigned personnel.

QUALIFICATIONS

Knowledge of:

- Nomenclature, grades and classifications of a wide variety of supplies and materials.
- Standard methods and practices of stores operations.
- Inventory control methods and procedures.
- Buying and controlling utility type supplies for a large scale operation is desired
- Purchasing methods and procedures as they apply to a stores operation.
- Principles of supervision, training, and performance.

Ability to:

- Supervise, train and evaluate assigned personnel.
- Maintain complex records.
- Review, analyze and give appropriate assistance to departmental material and supply requirements.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade.

Experience: Two years supervisory experience in receiving, ordering, storing, and accounting for a wide variety of supplies and materials, and in maintaining an intricate inventory system. Some experience in a large scale governmental and utility warehousing operation is desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Warehouse Supervisor

TO: